

PART I

REQUEST FOR APPLICATION

REQUEST FOR APPLICATION

Projects for Educational Technology - Technology Staff Development

I. BACKGROUND INFORMATION

Texas Education Code (TEC) § 32.035(a) calls for the Texas Education Agency to establish demonstration programs to:

- (1) investigate the uses, effectiveness, and feasibility of technologies for education; and
- (2) provide models for effective education using technology.

Subsection (b) of TEC § 32.035 states that the agency may design programs under Subsection (a) to encourage participation by and collaboration among school campuses, school districts, regional education service centers, the private sector, state and federal agencies, nonprofit organizations, and institutions of higher education.

Educators should have access to quality and proven models of staff development in all areas to assist in the improvement of teaching which in turn should result in the improvement of student achievement. Technology staff development and the use of technology in curricular areas often present districts with distinct and unique staff development problems and situations. Like other forms of staff development, technology staff development is dependent upon the audiences' readiness level, content, delivery, and available resources. However, technology staff development often presents numerous difficulties due to inadequate access, lack of motivation, and the acquisition of skills necessary before technology can be infused into curriculum areas and used effectively by educators.

Educators and policymakers often underestimate the amount of training and staff development needed before teachers and staff become proficient with technology. Often policymakers assume that teachers can become competent quickly and with minimum effort - and continue to maintain their competence independently and at little expense. The usual result is that teachers do not acquire the knowledge and skills they need to maximize technology's potential to benefit teaching and learning. Staff development and training must be significant, ongoing and appropriate to teacher needs.

Furthermore, much of the current staff development and training focuses on low-level proficiencies, which extend no further than basic operation of equipment. Training and staff development must go beyond simply learning how to "boot up" a hard drive, load software, copy a disk or transfer grade books to a computer. Staff development must show teachers and staff how technology can be used as an integral teaching tool. Schools will not realize the full benefits of the application of technology in schools unless teachers know how to integrate the technological tools they have into the curriculum and how to use technology to draw students deeper into the learning process.

The purpose of this funding application is to recognize established (i.e. already existing) technology staff development processes and models that address the use of technology in curriculum areas. These models must be research based and proven in their effectiveness for producing desired results. Therefore models and processes must be based on established teacher technology proficiencies. A second aspect of this funding application is to reward those proven sites by funding the transportability and replicability of the models to assist other districts in the design and delivery of quality and proven technology staff development.

II. APPLICATION INFORMATION

A. REQUEST FOR APPLICATIONS

The purpose of this grant is to provide funding for the replication of existing technology staff development models that can assist districts in designing and implementing an effective technology staff development process. This grant represents the efforts of the Texas Education Agency to replicate effective and proven technology staff development models and/or processes for equipping teachers and other educational staff with necessary skills and techniques to use technology efficiently, appropriately, and effectively in educational situations. Implementation of quality staff development models should be a part of a systemic change in the educational environment. Proposed sites must reflect adequate and effective planning, and implementation and delivery based on established teacher proficiencies. Models must include follow-up mechanisms and assessment measures of the process to ensure accountability and achievement of desired results.

B. ELIGIBLE APPLICANTS

Public school districts or districts on behalf of individual campuses in Texas are eligible to apply for a grant under Projects for Educational Technology - Technology Staff Development. Districts may apply as a shared services arrangement of school districts or campuses.

A public school district must be the applicant and the fiscal agent. **All applicants must follow the same application procedure.** The application must be submitted in the name of the district with the county-district number given and signed by the superintendent or his or her designee.

A selection committee will choose the most promising applications for awards of grants. In order to receive funding, the applicant must complete the enclosed Standard Application System (SAS) forms according to instructions. The application must be received in the Document Control Center of the Texas Education Agency by 5:00 p.m., Central Time, on Wednesday, June 25, 1997.

To assist the agency in anticipating the volume of applications, applicants are requested to complete the Notice of Intent to Apply. This notice is found at the beginning of this Request for Application. It should be returned no later than Tuesday, June 3, 1997.

C. PROJECT FUNDING

TEC § 32.035 authorizes expenditures for the replication and/or transport of existing technology staff development models and processes used in Texas public school districts. **Funds may not be used to develop new models.** Awards will be made on the merits of

the applications submitted. Approximately \$500,000 is available for grants. After the review and selection process, the agency will fund as many grants as possible.

Staff development models and processes for campuses and districts vary as a result of districts' needs and district diversity. Awards will be based on the comprehensive nature of the model and innovation of replication strategies and mechanisms. It is anticipated that awards will not exceed \$100,000 per grant. Applications for Projects for Educational Technology are competitive. Funding is contingent upon approval by the Commissioner of Education.

Funds granted through this project must be used for those purposes described in the Project Objectives and Project Description. Applicants may elect to use additional resources and other sources of financial support to help maximize the effectiveness of the project goals and objectives. Program funds shall not be obligated for expenditure prior to the effective date of the application or after the ending date of the program.

D. PROJECT OBJECTIVES

The objectives of the demonstration programs, as stated in TEC §32.035, are to: (1) investigate the uses, effectiveness, and feasibility of technologies for education; and (2) provide models for effective education using technology. Funding to transport and replicate proven and existing technology staff development models is the objective of this grant opportunity.

Applications must address the following areas:

- (a) the alignment of the technology staff development process with the district's overall goals for technology use and/or district improvement plan;
- (b) the delivery of technology staff development to a variety of audiences and/or with multiple levels of skill development, depending upon individuals' needs, access to technology and district goals. Staff development may address novice participants and continue in phases, based on assessment, to experienced users. Staff development may address a single content area, such as reading, or multiple content areas for a total curriculum infusion.
- (c) the delivery of staff development which focuses on a variety of technologies. These may include, but are not limited to, use of multimedia in the classroom, the use and integration of the Internet or other on-line service, the delivery of staff development electronically, and distance learning technologies.
- (d) the assessment of the technology staff development processes. While an entire audience need not have completed all levels of staff development, data documenting results of staff development must be included in the application.
- (e) a description of how the applicant's existing staff development model or process could be reproduced with similar results or replicated in similar environments and disseminated locally, regionally, and/or at a statewide level.

E. PROJECT DESCRIPTION

To use technologies effectively, educational personnel must continually:

- learn about current educational technologies and their applications,
- develop planning skills for and through technology use,
- integrate educational technologies throughout the curriculum,
- model the best practices regarding effective integration of educational technology throughout the curriculum, with emphasis in reading and the foundation curriculum
- learn about new technologies,
- use technology to increase their knowledge, to seek expert advice, and to collaborate with peers, and
- draw students deeper into the learning process.

Transportability/Replication

Projects must address areas of staff development as they relate to the use of technology in educational situations. The results called for in the RFA must be the replication or reproduction and the transportability of existing staff development models or processes. Replication and transport of models and processes may include plans for actual dissemination of staff development through various delivery systems and mechanisms. The purpose of the replication and transport is to assist other districts, campuses or individual educators in implementing a comprehensive, on-going staff development process for the effective use of technology.

Content and Delivery Strategies

Implementation strategies may vary depending upon local decision, need and technology access. Projects may address staff development implemented at the district level, campus level, and/or address a specific grade level or a specific content area. Staff development models or processes may address a variety of levels of technology users from novice to experienced users or may concentrate on one level. In addition, models or processes may address multiple technologies, such as computer technology and distance learning technologies such as use of the Internet or video conferencing. Applicants may concentrate on a single technology, such as computers or distance learning and/or a single application, such as multimedia or Internet integration. Models or processes may address multiple applications of technologies, such as the integration of multimedia into the classroom, integration of the Internet into a classroom environment, use of technology in planning, and/or training in data examination and analysis. Applicants may consider replication of their staff development model or process at a district, regional, and/or at a state level.

Targeted Audiences

The targeted population for Projects for Educational Technology - Technology Staff Development is primarily classroom teachers, librarians and administrators. However, staff development processes may also target all individuals associated with an educational institution. This may include auxiliary and support staff.

Replication/Transport Process

The replicable product must include a comprehensive “how to” process. It must include instructions and/or information regarding the planning, design, implementation, delivery and evaluation a technology staff development process. Technology staff development models must address Subchapter BB. Commissioner’s Rules Concerning School District Staff Development (See Appendix A). The technology staff development process or model must include the following:

- (a) a description of the planning component. This may include needs assessments, identification of target levels or areas or other means of determining staff development criteria and eligibility at the local level.
- (b) established teacher proficiencies for technology use. These may be locally developed based on district or campus need, or pre-established proficiencies may be used. A list of teacher proficiencies must accompany the application.
- (c) documentation of systemic changes that occurred during planning, development and implementation of the staff development process. These may include, but are not limited to budgetary changes, such as the reallocation of local funds, designated incentives for participation and completion, and restructuring of participants’ schedule, such as additional staff development days, flexible scheduling and/or peer tutoring.
- (d) provision of on-going support. On-going support includes technical support as well as follow-up support after the initial staff development occurs and follow-up training.
- (e) process evaluation. This component includes data used to assess differences noted in technology use as a result of staff development. Assessment instruments and/or strategies must be included in the application.

Active Participation/Follow-up

Traditionally staff development was synonymous with “sit and get” or “stand and deliver” sessions in which participants were relatively passive and made aware of the latest ideas regarding technology. However, current technology staff development should be high-quality, on going and based on active, rather than passive participation. Staff development models must include follow-up and support mechanisms.

Access and Time Issues

Educators find it difficult to leave the learning environment for staff development. There is little time that allows teachers to plan for the use of technology into classrooms or to practice the use of technology, select appropriate content and to build that content into lesson plans. Often staff development is delivered off site and at a time when a teacher is ill-equipped and/or does not possess the necessary enabling proficiencies to take advantage of a specific staff development.

Replication and transportability strategies of the technology staff development model and process should address time and place issues for acquisition of instruction, follow up, support, practice and planning time. Replication and transportability strategies should address staff development that is based on a user’s point of need and delivered when an individual needs to use the content of the staff development. This is often referred to as

“just in time” assistance or “just-in-time” staff development. “Just-in-time” staff development rejects that standard of often irrelevant or ill-timed professional development that is presented in case a user needs it or in case a user obtains access to the technology addressed. Replication and transportability of such a staff development model called for in this RFA, should consider access that is cost-effective, active, high-quality, and deliverable regardless of geographic location or time.

Funding Sources

Applicants may describe the acquisition of other funding sources that were used to design, develop, and implement an effective technology staff development process which targets equipment acquisition for use in staff development and assessment of technology proficiencies. These may include local, state or federal funds, private donations, and/or partnerships.

Existing Initiatives

The staff development process or model and replication strategies may include the use of existing TEA technology initiatives as the content of staff development and/or for the delivery or replication of staff development. These include TENET, TSTAR, Texas Center for Educational Technology (TCET), the Texas Library Connection (TLC) and/or the Education Service Centers, Preview Centers and Technology Training Programs.

F. NOTICE OF INTENT TO SUBMIT APPLICATION

All prospective applicants are requested to notify in writing their intent to submit an application by Tuesday, June 3, 1997. The Notice of Intent must be sent to the Document Control Center, Room 6-108, Texas Education Agency, William B. Travis Building, 1701 North Congress Avenue, Austin, Texas 78701-1494. Failure to notify the Agency of the intent to apply will not disqualify the applicant from submitting an application.

G. USE OF FUNDS

Funds are for the purpose of replicating proven staff development models or processes for the infusion of technology into the curriculum. It is expected that program funds will be used primarily to provide replication mechanisms for existing technology staff development models through a variety of means such as Web sites, CD-ROM, tape delay, on-site, or combinations of means.

Funds may be requested only for those items that are reasonable and necessary for accomplishing the objectives of the program as defined in this request for application and for implementing activities as described.

In general, the budget schedules must evidence that:

1. project costs are reasonable in relation to expected outcomes:

- (a) the amount requested might realistically be expected to have an impact on the stated needs, and
 - (b) the expected outcomes are sufficient to justify the amounts requested.
- 2. the program will identify and coordinate funding from several sources.
- 3. all expenditures are pertinent to and appropriate for the objectives/activities stated.

To ensure compliance with required accounting procedures, all applicants are strongly encouraged to consult with the applicant's business office regarding the assignment of budgeted items to the proper class/object codes prior to submitting the application. Advance coordination with the business office will expedite negotiation and processing of the application.

H. APPLICATION SCHEDULES AND INSTRUCTIONS

Separate instructions for preparing the individual schedules are located immediately prior to Schedule #1 of the Standard Application System (SAS) contained in Part II of this RFA. The applicant should carefully study these instructions to ensure that all schedules are completed correctly.

A checklist to assist the applicant in the preparation and submission of this RFA is enclosed in Appendix B. **DO NOT RETURN THE CHECKLIST WITH THE APPLICATION.**

III. CONDITIONS FOR SUBMISSION OF APPLICATION AND OTHER REQUIREMENTS

STAPLE EACH COPY OF THE APPLICATION IN THE TOP LEFT CORNER. DO NOT BIND THE APPLICATION IN A NOTEBOOK OR FOLDER.

In order to be considered for funding, the following conditions will apply to all applicants:

- A. A Notice of Grant Award, which will incorporate this RFA, the instructions for each schedule, and the approved application as negotiated by the Texas Education Agency and will constitute the binding agreement between the parties, will be issued for the applications that are approved.
- B. Applications that address only part of the requirements contained in this Request for Application will not be considered for funding.
- C. The Texas Education Agency reserves the right to reject any and all applications and to negotiate portions thereof.
- D. It should be clearly understood that the applicant will not necessarily receive the amount requested, if a lesser amount is determined to be appropriate.

- E. The applicant shall furnish such additional information that the Agency may reasonably require.
- F. The Texas Education Agency reserves the right to select the application containing the best offer considering the outcomes desired.
- G. Additions or replacements to the application will not be accepted after the closing date for receiving the application in the Document Control Center of the Texas Education Agency.
- H. The Texas Education Agency will not be liable for any costs incurred in the preparation and submittal of the application.
- I. The program design and all materials, program activities, and/or other products produced or adapted by the contractor must be reviewed and approved in draft form and in final form by the project administrator, the Texas Education Agency. The Texas Education Agency will have forty-five (45) working days for each review of any materials, program design, program activities, and/or other products developed or adapted by the contractor.
- J. The applicant must work with Agency staff to clarify the design of the materials, program design, program activities, and/or other products, and modify these items if necessary.
- K. The program design and all materials, program activities, and/or other products resulting from this contract will become the property of the Texas Education Agency.
- L. The applicant must commence and perform project activities according to the time lines described in the task/activity plan. Failure to do so may result in reduction and reallocation of funds.
- M. The applicant will provide two written/electronic activity/progress reports in narrative form during the project in the format requested by the Agency. The first written activity/progress report is a midyear report covering project activities through February 28, 1998. The midyear activity/progress report is due to the Texas Education Agency by Monday, March 16, 1998, fifteen (15) days after the close of the first six months of the project. The second activity/progress report is a final report covering project activities

through August 31, 1998 and is due to the agency by Thursday, October 15, 1998. These reports will be used by the project administrator to determine if modifications or adjustments to the program are indicated. In addition, these activity/progress reports will provide information for updates of these projects that may be shared with districts, regional education service centers, and/or other interest individuals. The schedule for the delivery of these activity/progress reports is:

<u>Report</u>	<u>As of Date</u>	<u>Due Date</u>
Midyear	March 2, 1998	March 16, 1998
Final Report	August 31, 1998	October 15, 1998

- N. The applicant will provide quarterly financial reports on a properly completed and certified Report of Project Expenditures and Cash Requirements, SAS-004. Reports will be due to the Texas Education Agency as follows:

<u>Report</u>	<u>As of</u>	<u>Due Date</u>
1st Quarter	December 1, 1997	December 15, 1997
2nd Quarter	March 2, 1998	March 16, 1998
3rd Quarter	June 1, 1998	June 15, 1998
*Final Report	August 31, 1998	October 15, 1998

*Final payment is contingent upon receipt of the final document(s)/report(s), and the Report of Project Expenditures and Cash Requirements, SAS-004.

Up to ninety percent (90%) of the total grant award will be paid to the contractor based upon applicant's submission of SAS-004 during the grant period. The remaining ten percent (10%) will be paid to the contractor upon the Agency's receipt of the final product or replication manual and/or final evaluation report.

- O. The contractor shall provide three (3) copies of an end-of-project document in written narrative or electronic form such as a guide or manual or disk or CD-ROM, or Web site that provides detailed instructions which other school districts can utilize to replicate the program. This document or delivery system is due to the Texas Education Agency forty-five (45) days after the end of the project.
- P. The contractor shall provide two (2) copies of the final evaluation document in the format requested by the Agency (refer to Schedule #4C requirement for program evaluation) to the Texas Education Agency within forty-five (45) days after the end of the project.
- Q. The applicant agrees to complete the scope of work described in the application at the contracted price.
- R. The Texas Education Agency will notify each applicant in writing of the selection or non-selection for funding. All copies of all applications, except for three (3) copies of the selected application(s), will be destroyed unless the applicant notifies the Texas Education Agency in writing within forty-five (45) days of the date on the selection/non-selection letter that the applications are to be returned to the applicant at the applicant's expense.

IV. PROCEDURES FOR SUBMITTING APPLICATIONS

NOTE: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Facsimile transmissions (FAX) of applications will not be accepted under any circumstances.

A. RECEIPT OF APPLICATIONS

To be eligible to be considered for funding, applications must be received in the Texas Education Agency's Document Control Center on or before 5:00 p.m. (Central Time Zone) on the closing date as specified on the front cover of this Request for Application. In establishing the time and date of receipt, the Commissioner of Education will rely solely on the time/date stamp of the Document Control Center.

Method of Submittal

Regardless of the method of submitting the application--U.S. Postal Service, United Parcel Service, Federal Express, Purolator, or any other delivery service--THE APPLICATION MUST BE RECEIVED IN THE AGENCY'S DOCUMENT CONTROL CENTER BY 5:00 P.M. ON OR BEFORE THE CLOSING DATE IN ORDER TO BE CONSIDERED FOR FUNDING.

Note: The Texas Education Agency WILL NOT accept a U.S. Postal Service postmark and/or round validation stamp, mail receipt with the date of mailing stamped by the U.S. Postal Service, a dated shipping label, invoice or receipt from a commercial carrier, or any other documentation as proof of receipt of any application. Applicants are advised that the Texas Education Agency assumes no responsibility, due to any circumstances, for the receipt of an application after the deadline time and date established in the RFA.

Document Control Center

The Texas Education Agency's Document Control Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. Applications will not be accepted nor considered for funding if received in the Document Control Center after 5:00 p.m. (Central Time) on the closing date.

The Document Control Center is located on the sixth floor of the William B. Travis Building, 1701 North Congress (at 17th Street and North Congress, two blocks north of the capitol) in Room 6-108, Austin, Texas 78701-1494. The mailing address is:

Document Control Center, Room 6-108
Texas Education Agency,
William B. Travis Building
1701 North Congress Avenue
Austin, Texas 78701-1494

B. NUMBER OF COPIES OF APPLICATION

An original plus nine (9) copies of the application shall be submitted for a total of 10 sets. At least three sets must contain an original signature on Schedule #1 of the person authorized to bind the applicant in a contract. In order for the Agency to determine which of the copies has an original signature, please sign the required number of copies (3) with blue ink.

C. PROJECT STARTING DATE

Applicant shall plan for a project starting date of no earlier than September 1, 1997, and an ending date of no later than August 31, 1998, if selected as the contractor. All obligations of funds for activities and services conducted shall occur within these dates.

V. ASSISTANCE TO APPLICANTS

A. CLARIFYING INFORMATION

Any person wishing to obtain clarifying information about this request for application may contact:

Delia R. Duffey
Instructional Technology
Texas Education Agency, Room 159
William B. Travis Building
1701 N. Congress Avenue
Austin, Texas 78701-1494
(512) 463-9400
dduffey@tenet.edu (preferred method)

B. REQUESTS FOR ADDITIONAL INFORMATION

In order to assure that no prospective applicant may obtain a competitive advantage because of acquisition of information unknown to other prospective applicants, any additional information that is different from or in addition to information provided in the Request for Application will be provided only in response to written inquiries. Copies of all such inquiries and the written answers thereto will be provided to each person or entity to whom a Request for Application has been sent.

Except as provided in paragraph A of this section, all inquiries for information must be made in writing to the Document Control Center, Room 6-108, Texas Education Agency, William B. Travis Building, 1701 North Congress Avenue, Austin, Texas 78701. The RFA number, located in the lower right corner of the front cover of this RFA, must be identified in the written request for information.

VI. EXPECTED SEQUENCE OF EVENTS - CRITICAL DATES

<u>Day of Week</u>	<u>Month</u>	<u>Date</u>	<u>Year</u>	<u>Event</u>
Friday	May	9	1997	•Publication of Request for Application in <u>Texas Register</u> •Release of RFA to applicants
Tuesday	June	3	1997	Notice of Intent to Apply due in Document Control Center
Wednesday	June	25	1997	Application is due in the Document Control Center
Friday	August	1	1997	Projects selected and notified
Monday	September	1	1997	Beginning date of project
Monday	December	15	1997	First Quarter Expenditure Report Due
Monday	March	16	1998	•Mid Year Activity/Progress Report Due •Second Quarter Expenditure Report Due
Monday	June	15	1998	Third Quarter Expenditure Report Due
Monday	August	31	1998	Ending date of project
Thursday	October	15	1998	•Final Expenditure Report due to the Agency •Final Evaluation Report due to the Agency

It should be noted that all of these dates except the final completion date may vary slightly as conditions require.

VII. SELECTION CRITERIA

Each application will be reviewed to determine the capability of the applicant to implement its proposed program. Applicants that have previously received grants from TEA to conduct special projects must have a positive record in successfully managing the program(s) in order to be considered for funding. All required components of this Request for Application must be addressed. In addition to the above, the following criteria and the total number of points for each portion of the application that will be applied in selecting a project are:

<u>CATEGORIES</u>	<u>POSSIBLE POINTS</u>
General Information Schedule #1 (Required but no points awarded)	0
Budget Schedules #3 - #3G	20
Abstract Schedule #4 (Required but no points awarded)	0
Program Description - Narrative Schedule #4B (35 points total)	
•Planning adequately addressed	5
•Teacher proficiencies included	5
•Process clearly outlined	5
•Systemic changes documented may include, but not limited to:	
-local budget	
-incentives (i.e., paid days, computer, etc.)	
-scheduling	5
•On-going support described	5
•Assessment or impact of staff development on faculty	10
Program Description - Transportability/ Replicability - Schedule #4B (30 points total)	
•A clearly defined replication process which includes, but not limited to:	
-"how to" design of staff development model or process	10
-multiple strategies for replication	10
-actual replication, transport and dissemination of all or portions of staff development	
- addresses point of need of end user	10
Program Evaluation Design - Schedule #4C (10 points total)	10
Provisions and Assurances - Schedules #6A -6E (Required but no points awarded)	0
Application is written in a clear, well-communicated manner	

and according to instruction
Total Points

$\frac{5}{100}$

VIII. SELECTION OF APPLICATIONS FOR FUNDING CONSIDERATIONS

Awards will be considered on the basis of total points. It is important that a diversity of students and districts be represented in the operation of these programs.

After all applications have received a final score from 0 to 100, additional factors will be considered prior to selection of the programs recommended for funding. Projects will be selected to:

- 1) establish programs that are replicable and display a number of innovative replication strategies
- 2) establish programs that are diverse with respect to a number of staff development models
- 3) establish programs that are diverse with respect to geographic location in Texas.
- 4) establish programs that are cost effective; and
- 5) establish programs that are diverse with respect to size of districts.

IX. REVIEW OF APPLICATIONS

Review of applications will begin as soon as practical after receipt. All reviewers will attend a training session on the review process via TETN (Texas Education Telecommunications Network.) The applicants receiving the most favorable ratings during the first round of selection may be asked to send a representative to Austin, Texas, at a time and place to be arranged for oral presentation of applications. Applications may be rated again following presentations.

The recommendations of the review panel will be assembled and presented to the Commissioner of Education who will, as authorized by the State Board, either:

1. approve the application in whole or in part;
2. disapprove the application; or
3. defer action on the application for such reasons as a requirement for further evaluation.

Each applicant will be notified in writing of action taken on the application submitted. In the case of the approved application, notification to the respondent will include the contractual conditions which the applicant must accept in accordance with federal and/or state law.

X. USE OF THE STANDARD APPLICATION SYSTEM (SAS) FOR APPLICATION

Applicants must use the Standard Application System (SAS) schedules contained in Part III of this RFA to apply for grant funds. Detailed instructions for completing the SAS schedules are provided in Part II of this RFA. These instructions should be studied carefully so that accurate and complete information will be submitted.

The applicant is not required to reproduce the instructions and submit them with the application. The complete RFA and the instructions for each schedule will be incorporated by reference into the grant award. The applicant should retain a copy of the RFA for this purpose in case of selection.

County District Number: The County District Number (if applicable) must be entered on EVERY PAGE of the application.

Project Number: The Project Number is assigned by the Texas Education Agency. Enter the assigned number in this space only when submitting an amendment to the project and on financial/programmatic reports required by this application.

Particular attention should be paid to the requirements contained in Schedules #6A. The signature on Schedule #1 of the authorized official indicates that the grantee has read and will comply with these requirements.

PART II

INSTRUCTIONS TO THE

STANDARD APPLICATION SYSTEM (SAS)

REQUEST FOR APPLICATION
INSTRUCTIONS FOR THE 1997-98
PROJECTS FOR EDUCATIONAL TECHNOLOGY
Technology Staff Development
RFA #701-97-008
SAS-475

CONTENTS OF INSTRUCTIONS

		Schedules marked N/A are not applicable.
1.	GENERAL INSTRUCTIONS FOR THE STANDARD APPLICATION SYSTEM	X
2.	GENERAL INSTRUCTIONS FOR SCHEDULE #1 GENERAL INFORMATION	X
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4.	GENERAL INSTRUCTIONS FOR SCHEDULE #3 BUDGET SUMMARY	X
5.	GENERAL INSTRUCTIONS FOR SCHEDULE #3A PURPOSE OF AMENDMENT	X
6.	GENERAL INSTRUCTIONS FOR SCHEDULE #3B PAYROLL COSTS	X
7.	GENERAL INSTRUCTIONS FOR SCHEDULE #3C PROFESSIONAL AND CONTRACTED SERVICES	X
8.	GENERAL INSTRUCTIONS FOR SCHEDULE #3D SUPPLIES AND MATERIALS	X
9.	GENERAL INSTRUCTIONS FOR SCHEDULE #3E OTHER OPERATING COSTS	X
10.	GENERAL INSTRUCTIONS FOR SCHEDULE #3F DEBT SERVICE	N/A
11.	GENERAL INSTRUCTIONS FOR SCHEDULE #3G CAPITAL OUTLAY-FURNITURE AND EQUIPMENT AND FIXED ASSETS - DISTRICT DEFINED	N/A
12.	GENERAL INSTRUCTIONS FOR SCHEDULE #3H BUILDING PURCHASE, CONSTRUCTION, OR IMPROVEMENTS	N/A
13.		
14.	GENERAL INSTRUCTIONS FOR SCHEDULE #4 PROGRAM ABSTRACT	X
15.	GENERAL INSTRUCTIONS FOR SCHEDULE #4A PROGRAM NEEDS ASSESSMENT	N/A
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18.	GENERAL INSTRUCTIONS FOR SCHEDULE #4C PROGRAM EVALUATION DESIGN	X
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20.	GENERAL INSTRUCTIONS FOR SCHEDULE #6A PROVISIONS AND ASSURANCES	X
21.	GENERAL INSTRUCTIONS FOR SCHEDULE #6B DEBARMENT AND SUSPENSION CERTIFICATION	N/A
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24.	GENERAL INSTRUCTIONS FOR SCHEDULE #6E SPECIAL PROVISIONS AND ASSURANCES	N/A

Note: The general instructions marked "N/A" do not apply; therefore, the corresponding schedules have been omitted.

GENERAL INSTRUCTIONS

1. As used in this application:
 - a. "Agency" means the Texas Education Agency;
 - b. "Applicant" means the entity eligible to apply for funds offered in this application. If the application is approved, "applicant" shall mean grantee/contractor;
 - c. "Application" means the package submitted by the applicant composed of those schedules indicated by an "X" in the New Application column of Schedule #1 - General Information; (See Section 6.a. on page 3.)
 - d. "Application for amendment" means a change being requested by the applicant to the approved application; (See Section 6.b. on page 3.)
 - e. "DCC" means the Document Control Center of Agency;
 - f. "SAS" means the Standard Application System of which this application is a part.
2. When formulating the budget, remember that all costs must be reasonable and necessary for the operation of the program. Clear, concise, relevant descriptions of all budgeted items will help the agency in approving the application in a timely manner.
3. Enter your county/district number on every page of this application or amendment.
4. A project number will be assigned by Agency on Schedule #1 - General Information. Use this number on all amended applications and financial/programmatic reports required by this application.
5. Any page of this SAS may be reproduced if additional space/pages are needed.
6. Staple each copy of the application in the top left corner. Do not bind the application or place in notebooks or folders.
7. The applicant is NOT required to reproduce the instructions and submit them with the application. The complete RFA and instructions for each schedule will be incorporated by reference into the Notice of Grant Award. The applicant should retain a copy of the RFA for this purpose in case of selection to receive a grant.
8. Instructions for completing the individual application schedules are provided on the following pages. These instructions should be studied carefully so that accurate and complete information will be submitted.
9. Particular attention should be paid to the requirements contained in Schedule #6A. **The signing of Schedule #1 - General Information by applicant indicates acceptance of all requirements described on Schedule #6A as applicable.**
10. INDIRECT COST MAY NOT BE CHARGED TO STATE-FUNDED GRANTS.

GENERAL INSTRUCTIONS FOR SCHEDULE #1 - GENERAL INFORMATION

Section Number:

1. Applicant Agency: Self-explanatory.
2. Applicant Contact Person: The applicant contact person should be the project director.
3. Purpose of Application: Self-explanatory.
4. Use of Standard Application System: Self-explanatory.
5. Program Authority: This is the program authority under which you are applying for or amending funds.
6. Index to this application:
 - a. The New Application column identifies the schedules that must be returned as part of the application. An X has been placed in the New Application column to indicate each schedule that **must** be submitted as a part of the application. The applicant **must** place an X in this column by each additional schedule submitted to complete the application. Ensure that these schedules are attached to the application. Do not include those schedules which do not apply or for which a budget is not prepared. Examples: If the project does not include payroll costs, do not include Schedule #3B. If supplies and materials are not to be funded for this project, do not include Schedule #3D.
 - b. The Amended Application column identifies the schedules that must be returned as part of the amendment. Do not submit an amendment until the Notice of Grant Award (NOGA) is received by the Applicant. Submit Schedule #1 - General Information with an original authorized signature in Section 7 with each amendment. The applicant must place an X in the Amended Application column next to the schedule(s) being submitted as a part of the amendment. Ensure that all schedules marked X are attached. Do not submit any support schedules which have no changes in them. Therefore, submit only support schedules having changed in some way from the original application or the latest approved amended application. Place the sequential number of the amendment on all pages. An amendment must be approved by Agency prior to any activities such as purchase orders issued, funds encumbered and/or expended, goods received, or services rendered which are affected by the amendment.
7. Certification and Incorporation: This section must be signed by a person authorized to legally bind applicant in a contract. In order for the Agency to determine which of the copies submitted has an original authorized signature, please sign the required number of copies (minimum of three) with blue ink.

The signing of Schedule #1 - General Information by applicant indicates acceptance of all requirements described on Schedule #6A as applicable.

GENERAL INSTRUCTIONS FOR SCHEDULE #2 - CERTIFICATION FOR SHARED SERVICES
ARRANGEMENTS
(FORMERLY COOPERATIVE PROJECTS)

1. Two or more school districts may enter into a Shared Services Arrangement (SSA) for the performance and administration of a program in order to maximize use of funds and services to be provided. This arrangement may be made in cooperation with an independent school district, education service center, school campus, private sector, non-profit organization, state and/or federal agency and institution of higher education. However, a school district must serve as the fiscal agent.
2. Districts that are members of a SSA project (with the same fiscal agent) will apply for funds through this SAS submitted by the member districts' fiscal agent. Schedule #1 - General Information will be completed by the fiscal agent. Schedule #2 - Certification for Shared Services Arrangements will be completed by the fiscal agent and the member districts of the SSA. The fiscal agent, named in a SSA agreement, will collect data from all participating districts and submit in a composite application to Agency. A SSA fiscal agent that has its own allocation/project will request funds in the same application as that one submitted for the SSA.
3. Complete the form as follows:
 - a. LINE 1 - Must be completed and signed by the designated fiscal agent.
 - b. LINES 2-19 - Complete information should be provided, including an authorized signature, for each member school in the co-op project.
 - c. LINE 20 - Enter the total amount requested for this co-op project (fiscal agent's requested funds plus the member district's requested funds).
4. All financial and personnel records required for the Texas Education Agency shall be maintained for the SSA by the fiscal agent in accordance with the Financial Accountability System Resource Guide (formerly Bulletin 679).

GENERAL INSTRUCTIONS FOR SCHEDULE #3 - BUDGET SUMMARY

1. Report whole dollar amounts only. Omit decimals. Totals from all budget support schedules must appear on this schedule. Indicate the amendment number on amendments only.
2. Budgeted expenditures will be shown by class/object code in this SAS. However, the applicant is required to maintain records on all expenditures by budget function, class/object code, and year of entitlement (appropriation), in accordance with the provisions of the Financial Accountability System Resource Guide (formerly Bulletin 679). Detail of Schedule #3 - Budget Summary will be shown on support schedule #3B, #3C, #3D, #3E, #3F, #3G and/or #3H as appropriate. Do not enter zeros (.00) or cents (.37) in the budget figures. Use whole dollar amounts only (e.g. \$1,970).
3. Line #01-04 - Enter on the line for the appropriate class/object code the total amount budgeted. The amounts budgeted on lines #01-07 must be the same as the amounts entered on the total line of each support schedule.
Line #08 - Enter the total direct costs of all entries on lines #01-04.
Line #09 - Indirect costs may not be charged to state-funded grants
Line #10 - Enter the total costs (line #01-04).
Line #11 - Enter the total amount flowing through the fiscal agent to the members of the shared services arrangement. These costs must be reflected in lines 01-10 and must be reflected in the corresponding support schedules.
4. All encumbrances and expenditure of funds approved shall occur on or after the effective date of this application (date application was received in the respective Agency division or the DCC, or the first day of the grant availability period, whichever is later.) An encumbrance, accounts payable, and an expenditure, as with all other project accounting terms, will be as defined in the Financial Accountability System Resource Guide.
5. **CONDITIONS FOR AMENDMENTS:** Applicants are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements and to make limited changes to the approved budget. However, certain types of changes require the prior written approval of Agency. Applicants shall obtain the prior written approval from Agency whenever any of the following changes are anticipated: (1) any revision which would result in the need for additional funding; (2) cumulative transfers among direct cost categories which exceed or are expected to exceed (at any time during the grant period) ten percent of the current total approved budget. Cumulative transfers are defined as the total amount of additions to all class/object codes and does not include deletions; (3) any reduction of funds allotted for training costs (primarily travel and lodging for trainees, workshop/conference registration fees, tuition, books, and related fees); (4) whenever a line item within a class/object code is added; (5) any budget amendment to construction costs; (6) any revision to the scope or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval); (7) a request to extend the period of the grant; (8) an increase in the quantity of capital outlay item(s) requested; and (9) an increase or decrease in the number of positions charged to grant approved on Support Schedule #3B - Payroll Costs.
7. **REPORTING REQUIREMENTS:** Expenditure reporting requirements are due four times during the reporting period and must be submitted on a properly completed and certified Report of Projects Expenditures and Cash Requirements, SAS-004. Reports are due in accordance with section III, paragraph N, and Section VI of RFA # 701-97-008.

<u>Report</u>	<u>As of</u>	<u>Due Date</u>
1st Quarter	December 1, 1997	December 15, 1997
2nd Quarter	March 2, 1998	March 16, 1998

3rd Quarter
*Final Report

June 1, 1998
August 31, 1998

June 15, 1998
October 15, 1998

*Final payment is contingent upon receipt of the final document(s)/report(s), and the Report of Project Expenditures and Cash Requirements, SAS-004.

Up to ninety percent (90%) of the total grant award will be paid to the contractor based upon applicant's submission of SAS-004 during the grant period. The remaining ten percent (10%) will be paid to the contractor upon the Agency's receipt of the Transportability/Replicability and Final Evaluation Reports.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #3A - PURPOSE OF AMENDMENT

1. Do not submit Support Schedule #3A with the original application. Submit a Support Schedule #3A only when you are amending an application. Indicate the amendment number on amendments only. Each amendment must be sequentially numbered.
2. Do not submit an amendment until the Notice of Grant Award (NOGA) has been received by the applicant. An amendment must be approved by Agency prior to any activities such as purchase orders issued, funds encumbered and/or expended, goods received, or services rendered which are affected by the amendment. Amendments received in substantially approvable form for grants funded on a formula and/or discretionary basis in a consolidated application, (e.g. Compensatory Education, Vocational Education, Special Education) will become effective on the date received in the appropriate funding division. Amendments received in substantially approvable form for discretionary grants submitted to the DCC will become effective on the date received in the DCC of Agency. Amendments not received under one of the above situations will become effective on the date of approval (signature date) by Agency.
3. A Support Schedule #3A - Purpose Of Amendment must be submitted along with the affected supporting schedules and a Schedule #1 - General Information form.

CONDITIONS FOR AMENDMENTS: Applicants are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements and to make limited changes to the approved budget. However, certain types of changes require the prior written approval of Agency. **Applicants shall obtain the prior written approval from Agency whenever any of the following changes are anticipated:**

- (1) any revision which would result in the need for additional funding;
- (2) cumulative transfers among direct cost categories which exceed or are expected to exceed (at any time during the grant period) ten percent of the current total approved budget. Cumulative transfers are defined as the total amount of additions to all class/object codes and does not include deletions;
- (3) any reduction of funds allotted for training costs (primarily travel and lodging for trainees, workshop/conference registration fees, tuition, books, and related fees);
- (4) whenever a line item within a class/object code is added;
- (5) any budget amendment to construction costs;
- (6) any revision to the scope or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval);
- (7) a request to extend the period of the grant (provide a brief justification of the reason for the extension using # 10 if additional space is needed);
- (8) an increase in the quantity of capital outlay item(s) requested; and
- (9) an increase or decrease in the number of positions charged to grant approved on Schedule #3B - Payroll Costs.

Sample Amendment: To transfer more than 10% of the approved budget between c/o 6200 and 6300, attach a Support Schedule #3C - Professional and Contracted Services and a Support Schedule #3D - Supplies and Materials to Schedule #3A - Purpose Of Amendment indicating the reason for the amendment. (In this example, check number 2.) All support schedules attached must include all items; those being amended and those not effected by the amendment. Attach all of the above schedules to a Schedule #1 - General Information with an original authorized signature in Section 7.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #3B - PAYROLL COSTS (6100)

1. **Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.**
2. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
3. Identify, under Description of Expense Items column, the type of position being requested. Example: Project Director, Project Coordinator, Teacher, Counselor, etc.
4. Ensure that the amount requested for each position includes any required substitute pay, extra duty pay, and all allowable fringe benefit costs; i.e., teacher retirement, unemployment insurance, etc. For a state funded program, the employing district may budget for teacher retirement of the state's contribution only on that portion of the employee's salary that exceeds the statutory salary minimum. See Texas Government Code Sections 825.404 Collection of State Contributions and 825.405 Contributions Based on Compensation Above Statutory Minimum for details concerning this provision. The full amount of the state's contribution for teacher retirement may be budgeted on a federal or private-funded application if provided for in the grant.
5. Extra duty pay (formerly known as stipends) for school district employees to attend meetings/conferences/workshops on non-contract days (after hours, holidays and weekends) is allowable not to exceed local district policy. Extra duty pay is usually in lieu of travel expenses and not in addition to expenses. Extra duty pay may not be paid during regular working hours of a contract day.
6. Pay for substitute teachers is allowable only for public school teachers and is not to exceed local district policy for payment.
7. Ensure that Line #10, Total Costs, is the same as the amount on Line #01 of Schedule #3 - Budget Summary. For amendments, complete this support schedule in its entirety showing those items amended and those not amended.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #3C - PROFESSIONAL AND CONTRACTED
SERVICES (6200)

1. **Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.**
2. Use this support schedule to request professional services, including consultants; tuition services; services provided by regional educational service centers; contracted maintenance and repair services; utilities; and rentals/lease; etc.
3. For each line item requested, provide a brief description of the purpose and nature of the item. Examples: WEB Master to design and maintain a WEB site. Videographer to produce video tapes.

The applicant must indicate the amount of the fee per day to be paid to each consultant and the number of days the consultant will provide services. Example: ____ fee per day x ____ days.

Do not include travel costs or materials to be provided by consultant(s) in the fee. Identify travel for consultants and/or cost of materials provided by a consultant **separately** from the fee for services.
4. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
5. If this application is approved, the applicant shall not use or pay any consultant in the conduct of this application if the services to be rendered by such consultant could have been rendered by applicant's employees.
6. Identify travel costs for consultants and/or cost of materials provided by a consultant separately from the fee for services.
7. List the amount of the fees, participant tuition, and fees related to tuition on line 09. Refer to the program regulations/guidelines for the appropriate definition for "participant" as the term may mean student, teacher, or both.
8. Rental information should include location, approximate square footage, and monthly rate.
9. Rental of equipment should detail rate and number of months.
10. Maintenance and repair of equipment must detail specific items.
11. Ensure that Line #10, Total Costs, is the same as the amount on Line #02 of Schedule #3 - Budget Summary. For amendments, complete this support schedule in its entirety showing those items amended and those not amended.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #3D - SUPPLIES AND MATERIALS (6300)

- 1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.**
2. Use this schedule to request instructional supplies and materials; office supplies; supplies and materials for maintenance and/or operations; general supplies such as paper, audio-visual aides, computer software, etc.; testing materials; etc.
3. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
4. For each line item requested, provide a brief description of the purpose and nature of the item. Itemize all necessary supplies and materials by general supply category, for example, general supplies for printing, office, etc., instructional supplies for computer lab, instructional materials for workshop, etc.
5. Applicant should remember to make provisions for paper and printing of the required reports.
6. Gifts or items that appear to be gifts are not allowable. Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote-bags, etc., are not allowable. Minimal cost certificates, plaques, ribbons, small trophies, or instructionally-related items to be used in the classroom such as pens/pencils are acceptable awards for participation in program activities.
7. Describe on Schedule #4B - Program Description (Narrative or Objectives and Activities) how the items budgeted on this support schedule will be used to accomplish the objectives of this project.
8. Ensure that Line #10, Total Costs, is the same as the amount on Line #03 of Schedule #3 - Budget Summary. For amendments, complete this support schedule in its entirety showing those items amended and those not amended.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #3E - OTHER OPERATING COSTS (6400)

- 1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.**
2. Use this support schedule to request travel and per diem for project staff; stipends for non-employees; insurance; conference registration fees; membership dues, etc.
3. For each line item requested, provide a brief description of the purpose and nature of the item. Examples: Travel for staff to conference. Registration fees to attend conferences/workshops, etc.
4. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
5. Amounts authorized for maximum recovery for travel and per diem costs against this funding source is restricted to those amounts which are approved in the State of Texas Appropriation Bill in effect for the particular funding period. Any amount over this limit must come from local funds. If local policy restricts travel, per diem, and other travel expenses to a rate less than state law, the applicant must budget and request reimbursement at the lesser rate.
 - a. Allowable Travel Expenses:
 - Automobile mileage from home or office to place of official business or duty point (meeting/conference/workshop). This mileage cannot exceed the mileage allowed in the Official State Mileage Guide. If local district policy reimburses at a lower rate, the lower rate must be claimed. Except as otherwise restricted by this paragraph, an applicant may reimburse an employee who travels between the employee's residence and the employee's duty point for mileage. If the travel occurs during working hours, the reimbursement may not exceed the reimbursement that would be paid had the employee traveled between the employee's place of employment and the duty point. If the travel occurs before working hours on a work day, the reimbursement may not exceed the reimbursement that would be paid had the employee traveled between the employee's place of employment and the duty point. The starting time of travel determines whether travel occurs during working or non-working hours.
 - Any automobile mileage incurred for official business. This mileage may be within headquarters, to or from an airport, to or from a place of business or residence as long as the shortest possible route is claimed and is incurred for official business.
 - Air fare at the lowest fare available. (Air fare must be documented with receipt.) If first class, a statement that only first class Air fare was available must be attached to the required Air fare receipt.
 - Car rental fee (at destination) is not allowed unless other transportation such as taxi or shuttle is not available for performing official business unless it is documented that it is more cost effective to rent a car than it is to take alternate travel. (Rental car must be documented with receipt.)
 - Airport parking.
 - Per diem (meals and lodging) are reimbursed at actual cost not to exceed the amount allowed by state law or local policy, whichever is less. If local school policy requires reimbursement at a lower rate, the lower rate must be used. (Lodging must be documented with receipt.)
 - Taxi fares for official business. Tips cannot be reimbursed.
 - Itemized miscellaneous expense, i.e. business phone calls, printing, materials used in carrying out official business of the meeting/conference/workshop.
 - Registration fees to attend workshops/conferences.

b. Unallowable Travel Expenses:

- First class Air fare.
- Per diem (meals and lodging) for persons who live in the same city where the meeting/conference/workshop is held is not allowable. Automobile mileage is allowable.
- Tips of any kind.
- Alcoholic beverages.
- Entertainment/recreation.
- Any expense for other persons.
- Automobile mileage or taxi fares for purposes other than for official business.
- Personal Accident Insurance or Personal Effects coverage for rental cars.
- Rental car for personal use or for purposes not associated with the official business of the meeting/conference/workshop.

7. If a stipend is being requested for personnel not employed by the applicant, then list the amount of the stipend requested and the purpose of the stipend on Line #09.
8. Educational field trips are allowed if they are directly related to a teacher's lesson as part of classroom instruction and if they are necessary to meet the objectives of the program. Field trips for entertainment or recreational purposes are not allowable.
9. Ensure that Line #10, Total Costs, is the same as the amount on Line #04 of Schedule #3 - Budget Summary. For amendments, complete this support schedule in its entirety showing those items amended and those not amended.

GENERAL INSTRUCTIONS FOR SCHEDULE #4 - PROGRAM ABSTRACT

1. The applicant must provide a **brief** summary or overview of the proposed project; Applicants should check all boxes that apply to each category.
 - a. staff development area
 - b. targeted area
 - c. audience addressed
 - d. experience level
2. Applicants should provide a brief summary of the narrative. Schedule #4B Program Description Narrative
3. Applicants should provide a brief summary of the replication strategies. Schedule #4B Program Description Replicability/Transportability.
4. Applicants should provide a brief summary of how the project would be evaluated.
5. **THIS SCHEDULE MUST BE LIMITED TO THE SPACE PROVIDED.**
6. Indicate the amendment number on amendments only.

GENERAL INSTRUCTIONS FOR SCHEDULE #4B - PROGRAM DESCRIPTION, NARRATIVE

1. Technical Component

This schedule must provide a narrative description of the proposed program. The applicant will clearly delineate, as completely and succinctly as possible, the program design and details for carrying out the requirements of the project. Applicants must address all of the required information in the Project Objectives and Project Description of this Request for Application in order to be considered for funding.

Specific information that must be included in the narrative:

- (a) a description of the existing model and/or process that clearly conveys the purpose and intent and purpose behind the implementation of the technology staff development
- (b) a description of how the staff development process or model aligns with the district/campus overall goals for technology use and/or district improvement plan
- (c) a description of the planning component. This may include needs assessments, identification of target levels or areas or other means of determining staff development criteria and eligibility at the local level.
- (d) established teacher proficiencies for technology use. These may be locally developed based on district or campus need, or pre established proficiencies may be used. A list of teacher proficiencies must accompany the application. These may be added as a appendix.
- (e) documentation of systemic changes that occurred during planning, development and implementation of the staff development process. These may include, but are not limited to budgetary changes, such as the reallocation of local funds, designated incentives for participation and completion, such as paid days, computers, or leave and restructuring of participants' schedule, such as additional staff development days, flexible scheduling and/or peer tutoring.
- (f) provision of on-going support. On-going support includes technical support as well as follow-up support after the initial staff development occurs and follow-up training.
- (g) process evaluation. This component includes data used to assess differences noted in technology use as a result of staff development. Assessment instruments and/or strategies must be included in the application. These may be added as a appendix.
- (h) a description of the acquisition of other funding sources to design, develop, and implement a staff development process. These may include local, state or federal funds, private donations, and/or partnerships. These may include in-kind donations.
- (i) a description of the use of existing TEA technology initiatives, when appropriate, as the content of staff development and/or for the delivery of staff development. These include TENET, TSTAR, Texas Center for Educational Technology (TCET), the Texas Library Connection (TLC) and/or the Education Service Centers, Preview Centers and Technology Training Programs.

2. Management Component

The applicant must provide a description of background training, experience, and qualifications that shows satisfactory evidence of capability to manage and coordinate the types of activities described in the Request for Application and to perform the required services according to an established timeline. Any supporting documentation evidencing such management capabilities should be contained in an appendix to the application.

Qualifications and responsibilities of all program personnel shall be described, including:

- (1) certifications and endorsements as appropriate;
- (2) amount and nature of professional experience; and
- (3) supervisory responsibilities as appropriate.

An appendix to the application must contain a vita for any major external consultant(s) to be used in the project.

A description of the resources to be utilized and management of facilities must also be provided, as well as an explanation of the relationship and coordination of the proposed project with other programs in the district or on the campus. One of the purposes of this description is to help illustrate the cost-effectiveness of the project.

3. **DESCRIPTION FOR SCHEDULE #4B IS LIMITED TO NO MORE THAN 10 PAGES** (excluding those attachments submitted to provide evidence of the above).
4. Indicate the amendment number on amendments only.

GENERAL INSTRUCTIONS FOR SCHEDULE #4B - PROGRAM DESCRIPTION-
TRANSPORTABILITY/REPLICABILITY

1. One of the primary purposes of implementing special projects such as this is to provide model programs that can be replicated in other districts with similar needs and goals. The applicant must describe strategies and mechanisms of transport that allow their existing technology staff development model or process to be replicated and/or disseminated at the following levels: district, regionally and/or statewide.
 - a. Describe the strategies and necessary products or services to provide a proven staff development process which other districts may access and utilize to replicate or design a similar staff development process. This may include WEB site(s), newsgroups, CD-ROM, delayed video tape, satellite delivery, video conferencing delivery, a process guide or manual and/or a on-site visitation by interested parties. Strategies, products and services are dependent upon the type of staff development model or process described in the narrative . Different components may lend themselves to multiple replication mechanisms. Replication and transportability strategies, products and/or services should address staff development that is based on a user's point of need and delivered when an individual needs to use the content of the staff development and should address time and place issues for acquisition of instruction.
 - b. Applicants should consider the best delivery mechanism(s) that provides details regarding the planning process, the methods used to assess the program needs, established proficiencies, a complete description of staff development activities, and delivery, follow-up strategies, complete costs (including any in-kind contributions) of the program, and methods used in evaluating program activities, including any instruments utilized by the applicant to evaluate components of the program. These products and services will be used by other districts interested in replicating the program and should be as detailed and complete and as professionally developed as possible. Texas Education Agency program staff will work with staff of the projects that are selected.
 - c. Describe any specialized background/knowledge or prior training that may be required in order to replicate the program.
 - d. Describe any resources (including facilities) that must exist in order to replicate the program.
 - e. Describe in-service activities and continuing education that would be needed in order to replicate the program.
2. **SCHEDULE #4B - TRANSPORTABILITY/REPLICABILITY IS LIMITED TO TEN (10) PAGES.**
3. Indicate the amendment number on amendments only.

GENERAL INSTRUCTIONS FOR SCHEDULE #4C - PROGRAM EVALUATION DESIGN

The purpose of this grant is to provide funding to districts to transport and replication existing technology staff development models that can assist districts in designing and implementing an effective technology staff development process.

1. **Purpose of Evaluation** -- The overall purpose of the evaluation is to provide quality, proven staff development models to districts and to assist districts in designing and implementing effective staff development in the area of instructional technology. Evaluations will be conducted for each of the selected sites according to guidelines approved by TEA staff from the Division of Instructional Technology and the Division of Policy Planning and Evaluation with input from the participating districts. **In order to be considered for funding, the applicant must state on this schedule that it will comply with any evaluation requirements that may be established by the Texas Education Agency, as agreed upon by the project participants** and as described below, and that it will submit the evaluation reports in the format requested by the Agency.

- a. **Evaluation Plan** -- The applicant must describe on this schedule an evaluation plan which addresses, in general, how the following will be determined.

1. To what extent were the activities of the project implemented as planned?
2. How effective were the activities of the project in achieving the aims of the project?
3. What is the impact of the activities of the project on the participants?

Applicant must describe an evaluation design which incorporates both process and product evaluations.

- b. **Process Evaluation** -- Process evaluation will be based in part on written progress reports to be submitted by project participants and on-site visitation by TEA staff. The applicant must provide a description of how process evaluation information will be obtained regarding replication of the staff development to determine the following:

1. the quality, type, and degree of planning, implementation, and evaluation of the project;
2. the quality, type, and degree of collaboration with project partners;
3. the quality, type, and level of staff development training;
4. the quality, type, and level of services actually provided to the targeted population;
5. the quality, type, and level of the curriculum that is utilized;
6. the quality, type, and level of instruction;
7. the quality of products/documents developed as part of the project;
8. the strengths and weaknesses of the project; and
9. any recommendations for modifying or improving the program as a result of on-going evaluation activities.

- c. **Product Evaluation** -- The applicant must describe a product or outcome, which is based on measuring the following:

1. increase in the number of educators receiving staff development information
2. improvement in delivery of staff development through alternative delivery mechanisms
3. expansion of quality staff development design and strategies throughout districts, regions and the state

2. **Evaluation of Long-Term Impact** -- Applicants must also describe on this schedule how the long-term impact of program activities and services will be evaluated for the targeted population. Consideration should be given to the longitudinal assessment of the progress of the targeted population for at least two years following the year of implementation of program services and activities.

3. **SCHEDULE #4C - PROGRAM EVALUATION IS LIMITED TO ONE (1) PAGE.**

4. Indicate the amendment number on amendments only.

GENERAL INSTRUCTIONS FOR SCHEDULES #6A - PROVISIONS AND ASSURANCES

1. Applicant should carefully review all provisions and assurances included in Schedule #6A as appropriate. The applicant's signature on Schedule #1 - General Information indicates that the applicant has read and will comply with all of the requirements on these schedule.
2. Schedule #6A must be attached to each copy of the application. An original signature of the authorized official on Schedule #1 indicates that the administrator has read and will comply with the terms outlined on these schedules. **Applications are not eligible to be funded until each copy contains Schedule #6A.**

PART III

STANDARD APPLICATION SYSTEM
(SAS)